

TDY INSTRUCTIONS FOR ICT FAOS

For most FAOs, a PCS to an overseas In-Country training location entails a TDY enroute to Washington. Here, FAOs receive their briefing by the DAMO-SSF and in-process at the U.S. Army Field Support Center (USAFSC).

Appointments: Instructions for this TDY will be included in your RFO/orders. Not later than two weeks prior to your TDY, you should phone the Proponent (your regional manager) and the USAFSC Personnel Service Center (PSC) (MSG Robinson at COM 301-677-2134, DSN 923-2134, ext. 7717, or Ms. Watkoski at ext 7716) to schedule your inprocessing appointment. You should *not* show up unannounced. The USAFSC is in Hanover, Maryland; six miles west of Ft Meade and a 45 minute drive from the Pentagon. We recommend FAOs schedule their appointments for the Proponent in the morning and USAFSC in the early afternoon.

Billeting: Call Lodging Success at 1-800-462-7691. Tell them you need accommodations close to the Pentagon. They' ll arrange lodging within per diem.

What to bring: Inprocessing at Hanover takes about an hour if you have all the required documents. FAOs must have their orders, Mil Pers File (which now consists of an ORB, DD Form 93/SGLV and DA Form 873 (Security Clearance), and DA Form 31 (Request and Authority for Leave) covering the departure date from your station to the date you will arrive in country. As a part of inprocessing, the PSC will verify that you and your family are enrolled in DEERS and will issue ID cards if necessary. This is important because of your TRICARE medical benefits while in country. They will also cover Civilian Clothing Allowance and Foreign Language Proficiency Pay (FLPP) procedures. You will also inprocess finance and have the opportunity to draw advance pays. Advance pays are electronically transmitted to your bank. No cash payments are made at Hanover. Also, with prior coordination, you may also schedule language skill qualification tests. The USAFSC Test Control Officer will administer the test and the PSC will issue your FLPP Orders and hand them to Finance for input to DFAS. Testing will add to your stay in Hanover. You should also bring copies of your current FLPP orders for annual re-certification.

Uniform: Class B for FAO Proponent, military or civilian attire to inprocess USAFSC

Directions to FAO Proponent Office:

DAMO-SSF

Rm 3D450 (3d Floor, D Ring, Room 450)

The Pentagon, Washington, DC

(703) 697-4013 (48C, E)

(703) 695-1266 (48D, F, H, I)

(703) 614-2336 (48G, J)

(703) 614-1766 (48B)

You will enter the Pentagon through the METRO Entrance. Get a Visitor pass at the guard desk and go through the turnstiles and into the Concourse (commercial shops). Turn left and walk down the Concourse until you come to the entrance ramps on your right. You want the second ramp - **RAMP TO FLOOR 3**. At the top of the ramp go past the Army Rec Services office and turn left into the **"A" Ring**. Go down the "A" Ring into the newly renovated area where you will pass a bank of escalators on your left. Go to the far side of the escalators and turn left and enter **Corridor 4**. Continue down Corridor 4 to Room **3D450**, which is on your right. If the door is locked please knock and someone will let you in. Ask for **SSF** and not necessarily for someone by name as this is a totally new configuration, combining several offices into one large suite, and we will not necessarily know each other. We are located in the far right corner of the suite. If you get disoriented, don't hesitate to ask someone for directions to Room 3D450, or call your POC at the numbers above.

Directions to the U.S. Army Field Support Center

7321 Parkway Drive South
Hanover, MD 21076

By car:

From the South Parking Lot of the Pentagon: Take Interstate 395 North. Exit at Pennsylvania Avenue. Follow the sign to and take Interstate 295 North, which turns into the Baltimore-Washington Airport (BWI). You will pass the Fort Meade exits (Rt. 198, 32 and 175) and will exit on Rt. 100 West. As you get on Rt. 100, you will immediately take Exit 8 (Coca-Cola Drive). At the top of the exit ramp turn left. At the second light turn left onto Parkway Drive South. Continue until the road dead ends. You will see the sign for the Joint Field Support Center (of which the USAFSC is part) on the left. Park in visitor parking and proceed through the main entrance to the receptionist. Tell the receptionist you are there to inprocess at the Attaché PSC.

From Rt. 495 (Beltway): Take exit 22, Baltimore-Washington Parkway (Interstate 295) North. Follow above directions.

By train/metro: You may travel by commuter train to Hanover, MD, by using a combination of the Washington, D.C. METRO

<http://www.metwashairports.com/National/Metro/metro.html> and the Maryland Commuter Rail (MARC) <http://www.mtamaryland.com/services/marc.html> Systems.

The MARC Camden Line runs from Union Station in Wash, DC, to Dorsey Station, which is a mile and a half from USAFSC. You must take the 12:20 train, which arrives at Dorsey Station at 1:40. (For the return trip, the train departs at 4:18 and arrives back at Union Station at 5:03.) Cabs are available at Dorsey Station to get to the Field Support Center.

METRO to Union Station from the Pentagon: Take the Yellow Line from the Pentagon to the Gallery Place/Chinatown METRO Station. At this station you will transfer to the Red Line. Take the Red Line to Union Station.

At Union Station, take the escalator up to the main floor and go to the main ticket counter. Ask for a round-trip MARC ticket to Dorsey Station. It should be about \$8.00. If your family is travelling with you, children under six years of age may travel free with a full-fare paying adult. The ticket agent will tell you what track the train leaves on. However, always ask a conductor if you are on the correct train to Dorsey Station.

Give yourself enough time to travel by METRO from the Pentagon to Union Station. Although the trains are usually on time, transferring can be a challenge if you are using the METRO for the first time.

Rental Car

Unfortunately, you are not authorized reimbursement for a rental car as part of this enroute processing. However, it would be prudent for you to rent a car for personal convenience and to save time.